

2004

Fire Captain & Lieutenant

Current Adminstration Examination Orientation Guide



TABLE OF CONTENTS

I. INTRODUCTION.....	1
II. DESCRIPTION OF FIRST AND SECOND LEVEL FIRE SUPERVISORS.....	1
III. TEST DATE	3
IV. TEST CONTENT AREAS.....	3
V. READING/REFERENCE LIST.....	4
VI. EXAMINATION MAKE-UP POLICY.....	5

I. INTRODUCTION

The New Jersey Department of Personnel has prepared this orientation guide for promotional candidates who will participate in the upcoming Fire Lieutenant and Fire Captain examination. The information in this booklet is designed to provide candidates with specific information regarding the current testing cycle for the Fire Lieutenant and Captain examination. To view information regarding the Fire Lieutenant and Captain testing process, please check the Department of Personnel's website at (www.state.nj.us/personnel).

II. DESCRIPTION OF FIRST AND SECOND LEVEL SUPERVISORS

Various Fire Departments across the State of New Jersey have different organizational structures. In some departments, first level supervisors are called Fire Lieutenant, in others Fire Captain. Some departments use both titles. For this reason, the Department of Personnel has developed two separate test instruments, one to address first level supervision and one to address second level supervision. When departments use both titles, Fire Lieutenant is considered the first level supervisor and Fire Captain is considered the second level supervisor. In departments where Fire Lieutenants are not used, Fire Captains are the first level supervisors. Listed on the following page are the promotional announcements issued for the first and second level officer designations by town.

<i>First Level Officer</i>		<i>Second Level Officer</i>	
Atlantic City	Fire Captain	Belleville	Fire Captain
Bordentown FD #2	Fire Captain	Bloomfield	Fire Captain
Camden City	Fire Captain	Clifton	Fire Captain
Deptford Township FD #1	Fire Captain	Hackensack	Fire Captain
East Orange	Fire Captain	Jackson Township FD #3	Fire Captain
Elizabeth	Fire Captain	Linden	Fire Captain
Hamilton Township FD #2	Fire Captain	Margate	Fire Captain
Hamilton Township FD#5	Fire Captain	Perth Amboy	Fire Captain
Harrison	Fire Captain	Plainfield	Fire Captain
Hillside	Fire Captain	South Orange	Fire Captain
Hoboken	Fire Captain	Union Township	Fire Captain
Jersey City	Fire Captain		
Kearny	Fire Captain		
Newark	Fire Captain		
Nutley	Fire Captain		
Paterson	Fire Captain		
Rahway	Fire Captain		
Trenton	Fire Captain		
Vineland	Fire Captain		
Voorhees	Fire Captain		
Wildwood	Fire Captain		
Bayonne	Fire Captain		
Belleville	Fire Lieutenant		
Bergenfield	Fire Lieutenant		
Bloomfield	Fire Lieutenant		
Bordentown FD #2	Fire Lieutenant		
Bridgeton City	Fire Lieutenant		
Cape May City	Fire Lieutenant		
Clifton	Fire Lieutenant		
Hackensack	Fire Lieutenant		
Hamilton Township FD #3	Fire Lieutenant		
Jackson Township FD #3	Fire Lieutenant		
Plainfield	Fire Lieutenant		
Ridgewood	Fire Lieutenant		
Teaneck	Fire Lieutenant		
Union Township	Fire Lieutenant		
Ventnor	Fire Lieutenant		
North Hudson Regional Fire and Rescue	Fire Lieutenant		
Passaic	Fire Lieutenant		

III. TEST DATE

Approximately two weeks before the test date, candidates will receive a notice in the mail that shows the date, time, location and room to which they should report for their examination. Candidates are to bring the Notification Card, two forms of identification and two pencils to the Examination Center. Pens and highlighters are optional. One of the forms of identification must include a photograph. Candidates will not be permitted to bring this Orientation Guide into the Examination Center. Candidates should map out a route in advance of the examination date and plan to arrive at the Examination Center early because no one will be admitted late. No cell phones or beepers will be allowed at the test site.

Those candidates who pass the written examination will be scheduled to appear for an oral examination. All responses to the oral exam questions will be video and audio taped. You will be asked to direct your responses to the camera in the testing room. Your video taped response will be scored at a later date and time. For more information on the written and oral test taking process, please see the Fire Captain and Fire Lieutenant General Examination Orientation Guide.

IV. TEST CONTENT AREAS

1. Written Multiple-Choice Test

The Written Test items are designed to measure behaviors in specific knowledge areas determined by New Jersey First and Second Level Fire Supervisors to be critical for effective performance. The following knowledge areas will be assessed by the Written Test:

a.) First Level Supervisor

Fire Size-Up – Critical knowledge area relating to fire size-up.

Fire Behavior & Structures – Critical knowledge area relating to fire characteristics and structural consequences as a result of fire.

Fireground – Technical Knowledge – Critical knowledge area relating to fireground procedures and tactics involved in fire fighting.

b.) Second Level Supervisor

Fireground – Technical Knowledge – Critical knowledge area relating to fireground operations and fireground management.

Fireground – Building Construction - Critical knowledge area relating to various types of building construction.

Fireground – First Aid & Safety Precautions – Critical knowledge area relating to safety on the fireground.

2. Oral Assessment Exercises

The Oral Assessment Exercises are designed to measure behaviors in specific knowledge areas determined by New Jersey First and Second Level Fire Supervisors to be critical for effective

performance. The following knowledge areas will be evaluated by the Oral Assessment Exercises:

a.) First Level Supervisor

Fireground – Evolving Incident – Critical knowledge area relating to fire conditions and fire hazards that can affect fireground operations.

Fireground – Search & Rescue - Critical knowledge area relating to safe rescue tactics.

Citizen Safety - Critical knowledge area relating to procedures to safeguard citizens.

Fireground Decisions & Command - Critical knowledge area relating to planning fireground operations based on building condition.

Oral Communication – Critical area relating to the ability to communicate clearly and concisely.

b.) Second Level Supervisor

Fireground - Assessing Risk - Critical knowledge area relating to safety risks involved in firebuildings.

Implementing Programs - Critical knowledge area relating to the administration of programs and procedures.

Fireground – Strategy & Attack Plan - Critical knowledge area relating to planning an action strategy at an emergency scene.

Fireground - Hazmat-Related Knowledge - Critical knowledge area relating to Hazmat procedures.

Oral Communication - Critical area relating to the ability to communicate clearly and concisely.

V. READING/ REFERENCE LIST

Please note that the Department of Personnel intends to use a book list on a limited basis to develop this test. However, the justification for correct responses will be primarily based on the collective Fire Service experience of Subject Matter Experts. In the course of developing these responses, care will be taken to ensure that correct answers do not conflict with the sources on the reading list. Please be aware that although all of the source books will be considered in the design of the test, it is possible that not all of the books will be used for test item development.

First-Level Officer Reference List (this applies to all Fire Lieutenants AND to Fire Captains in departments where the Fire Lieutenant title does NOT exist - refer to the table on Page 2 for a given department)

1. Fire Officer's Handbook of Tactics, Norman, 2nd edition. 1998
2. Collapse of Burning Buildings, Dunn, 1988
3. Building Construction for the Fire Service, Brannigan, 3rd edition. 1992
4. Effective Supervisory Practices – ICMA, 3rd edition. 1995
5. Essentials of Fire Fighting – IFSTA, 4th edition. 1998

Second-Level Officer Reference List (this applies only to Fire Captains in departments where the Fire Lieutenant title does exist - refer to the table on Page 2 for a given department)

1. Fire Officer's Handbook of Tactics, Norman, 2nd edition. 1998
2. Collapse of Burning Buildings, Dunn, 1988
3. Building Construction for the Fire Service, Brannigan, 3rd edition. 1992
4. Effective Supervisory Practices – ICMA, 3rd edition. 1995
5. Hazardous Materials: Managing the Incident, Noll & Yvorra, 2nd edition. 1995

VI. Examination Make-Up Policy

Pursuant to N.J.A.C. 4A: 4-2.9, make-up examinations for fire promotional examinations may be authorized only in cases of:

1. Error by the Department of Personnel or appointing authority.
 2. Death in the candidate's immediate family as evidenced by a copy of the death certificate; or
 3. Catastrophic illness wherein the candidate has either suffered a life-threatening injury or illness, or requires an extended convalescent period; as evidenced by a doctor's diagnosis and statement, as well as documentation from the candidate's employer noting the candidate's related leave from work.
- Military leave, which will be handled as stated in NJAC 4A:4-2.9(c).
 - Exoneration from pending disciplinary or criminal charges will be handled as stated in NJAC 4A:4-2.9(d).

If you require a make-up examination, please call the Make-Up Unit at (609) 292-9467 within 5 days upon receipt of your Notification Card.

Please note that all requests for medical make-up examinations must be accompanied by the Department of Personnel's Medical Authorization for Make-Up Examination form completed by the treating physician. The Medical Authorization for Make-Up Examination form can be obtained through the Make-Up Unit or from our website (www.state.nj.us/personnel) under the section entitled "Forms."